




**Steven L. Beshear**  
Governor

**TRANSPORTATION CABINET**  
Frankfort, Kentucky 40622  
[www.transportation.ky.gov/](http://www.transportation.ky.gov/)

**Michael W. Hancock, P.E.**  
Secretary

**MEMORANDUM**

**TO:** All Prequalified Consultants

**FROM:** Michael L. Hill, P.E.   
Director  
Division of Professional Services

**DATE:** September 24, 2013

**SUBJECT:** Negotiation of Direct Costs For Mileage, Per Diem, and Hotel

600 KAR 6:070 states that travel reimbursements are governed by 200 KAR 2:006, which specify reimbursement rates for state employees. This regulation determines reimbursement rates for average gasoline cost, per diems for meals, and hotel lodging.

The regulation provides for an adjustable scale for the average gasoline cost. Effective with this memorandum, an average mileage shall be determined from the average of the reimbursement rates of the previous twelve months as governed by 200 KAR 2:006. A rate of forty-seven cents (\$.47) per mile will remain in effect for negotiating for the remainder of September 2013 and will be in effect for one (1) year from the date of this notice. A premium of thirteen cents (\$.13) per mile will be allowed for a four (4) wheel drive vehicle, resulting in an allowable rate of sixty cents (\$.60) per mile for a four (4) wheel drive vehicle.

Negotiated direct costs for meals will also remain at the current direct costs:

- Breakfast: authorized travel 6:30 a.m. through 9:00a.m. - seven dollars (\$7.00)
- Lunch: authorized travel 11:00 a.m. through 2:00 p.m. - eight dollars (\$8.00)
- Dinner: authorized travel 5:00 p.m. through 9:00 p.m. - fifteen dollars (\$15.00)

The current policy for negotiating direct cost reimbursement for hotel lodging currently allows for seventy-five dollars (\$75.00) per night for all personnel. Effective with this memorandum, an interim rate of eighty-five Dollars (\$85.00) is hereby established for negotiating for the remainder of September 2013 and will be in effect for one (1) year from the date of this notice. There is not a separate rate for survey or field personnel.



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For cost plus a fixed fee contracts, KYTC will reimburse for the actual expenditure for hotel. The expenditure will be checked for reasonable when submitting request for payment and in the post audit. If the Cabinet determines the amount is unreasonable, the reimbursement will be disallowed or limited to a reasonable amount. Per diem and mileage will be reimbursed according to company policy, not to exceed the maximum allowable rates listed above.

MLH/MAY